

Bureau 58
Environmental Management Systems (EMS)

Awareness Training
April 9 or 15, 2014

NHDOT continues implementation of an Environmental Management System (EMS) to assist the department in managing its work activities, to minimize the potential for environmental impacts through those work activities. The EMS System is a continual ongoing process, which will help us manage and track the many operations that we conduct that could potentially impact the environment.

The Bureau of Highway Maintenance (BHM), along with the other 4 Bureaus of the Division of Operations, have created an EMS for our operations at our facilities. The “fence line” of BHM’s EMS generally follows the property of BHM facilities including district offices, patrol sheds, and gravel pits. The EMS System may expand at some point to include all of our maintenance operations.

The Bureau of Highway Maintenance has appointed an EMS team, which consists of the Assistant Highway Maintenance Engineer, several Civil Engineers, Fuel Distribution Supervisor, and the Safety & Environmental Coordinator from each district. To date, we have reviewed operations conducted at our patrol sheds and have identified 8 activities that could have potential major environmental impacts and are working those activities through the EMS process. The Bureau EMS Activity List and Environmental Objectives and Targets are attached for your information.

The good news... Because we are in compliance with the known and current environmental rules and regulations, and already have practices and procedures in place to minimize or prevent environmental impacts, Highway Maintenance has designed the EMS around those current practices.

The Bureau Objectives and Targets are summarized below are:

- Improve compliance of Hazardous and Special Wastes practices
- Develop BMPs for Salt Handling and Storage
- Improve Wastewater Handling and Disposal
- Improve Chemical, Handling, Storage and Disposal operations
- Improve compliance of Equipment painting operations
- Improve compliance of Underground & Above ground Storage Tank programs (USTs & ASTs)
- Improve Vehicle Washing Activities
- Improve Street Waste Management Operations

So what do you need to know about EMS? At a minimum you need to know:

- You need to recognize that we have an EMS
- You need to know the commitments of the Environmental Policy (please take a moment to read the environmental policy).
- How your job or task may impact the environment
- Procedures and Best Management Practices that we use to protect the environment in a specific task.
- The consequences of departing from those procedures and practices.

As you can see there are three main commitments that all NHDOT Employees must be aware of and adhere to in our day-to-day operations.

- The Department will **seek to minimize environmental impacts**
- We will do this by **operating in compliance with all applicable laws and regulations**
- We are committed to **continuously improving our environmental performance**

Part of that ongoing EMS process is to periodically audit your system to ensure that it is working and personnel understand their responsibilities within the EMS. Essentially making sure that we are doing what we say we are doing.

During 2011, the 5 Operations Bureaus in NHDOT participated in an EMS Audit by an independent contractor, GZA Geo-Environmental Inc. (GZA). In Highway Maintenance, this audit included the Highway Maintenance Office in Concord, each District Office, and 30% of the patrol sheds.

Office of Stewardship and Compliance will be performing an internal audit of all Operations Bureaus during April to June, 2014. For BHM, this audit will include the Highway Maintenance Office in Concord, each District Office, and 2 patrol sheds in each District.

POLICY 501.01

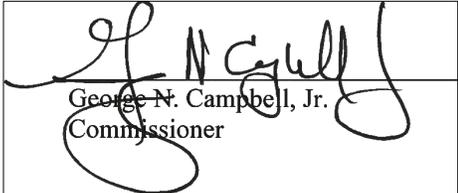
Title: Environmental Policy

Statement:

The New Hampshire Department of Transportation is the State's largest public works agency. Our activities affect the environment through land use, natural resource consumption, and transportation corridor redevelopment and maintenance activities. The Department will **seek to minimize environmental impacts** whenever practicable when planning, constructing, and maintaining the state's transportation infrastructure, and when providing for public safety and the economic strength of the state. We will do this by **operating in compliance with all applicable laws and regulations**, by utilizing best management practices in all of our activities in an effort to prevent pollution, and by promoting environmental stewardship in our programs. We are committed to **continuously improving our environmental performance** through regular activity reviews, and by bringing forward improvements that merit implementation for reducing or eliminating negative environmental impacts.

Comments: To support the performance of our undertakings in an environmentally responsible manner, the Department will:

- Develop, implement and maintain an Environmental Management System (EMS) that encompasses Department program functions and complies with the requirements of the International Standard Organization's ISO 14001: 2004 standard for environmental management systems;
- Utilize the EMS, with support and guidance from the Office of Stewardship & Compliance, to set objectives and targets for process improvements that can be measured and regularly monitored, and contribute to pollution prevention and protection of the state's natural resources;
- Minimize Department-generated waste by reducing, reusing, or recycling materials, and using environmentally friendly materials and products whenever practicable;
- Communicate our commitment to this policy to our employees, consultants, contractors, and other interested parties;
- Provide employees with training appropriate to their functions concerning the Department's environmental responsibilities, through the new-employee orientation process and periodic refresher training;
- Utilize an appropriate proactive public stakeholder involvement process to address environmental concerns and facilitate problem solving in a collaborative manner; and
- Make this environmental policy available to the public and all interested parties.



George N. Campbell, Jr.
Commissioner